



River Raisin  
WATERSHED COUNCIL

# RIVER RAISIN WATERSHED COUNCIL

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River Raisin Watershed Council  
Executive Committee Meeting Minutes  
December 17, 2019 – 10:30 AM  
City of Tecumseh Police Meeting Room

## 1. Roll Call

Chairman Calhoun called the meeting to order at 10:35 AM.

Executive Committee Members Present: John Calhoun, Harry Sheehan (via phone), Sybil Kolon, Dave Hoffman and Phil Kittredge.

Executive Committee Members Absent: John Chandler, KZ Bolton.

Others Present: Stephen May – RRWC Executive Director, George Service – Village of Clinton Delegate, and Katie Goplerud-Smith – RRWC Outreach Coordinator

## 2. Approval of December 17, 2019 – Agenda

- a. Motion by Kolon, second by Kittredge to approve the December 17, 2019 agenda. **Motion carried by voice vote.**

## 3. Approval of November 19, 2019 Executive Committee Meeting Minutes

- a. Motion by Hoffman, second by Kolon to approve the November 19, 2019 meeting minutes. **Motion carried by voice vote.**

## 4. Treasurer's Report

- a. The Treasurer's Report for the period Nov. 1, 2019 – Nov. 30, 2019 was distributed and reviewed by May. Revenue - **\$12,142.22**- Expenses - **\$24,271.56**– Balance to date: **\$46,335.32**. Motion by Kittredge second by Kolon to accept and file Nov. Treasurer's Report. **Motion carried by voice vote.**
- b. Review 2019 Budget – YTD: YTD Total Revenue: **\$84,651.88** Total Expenditures: **\$103,813.39**. Reimbursed **\$14,000** through Erb.
- c. 2019 Line Item – Budget Adjustments: Do in January, let auditor know

- d. Approve Disbursements for Outstanding Bills: New bills reported Nov. 20, 2019 – Dec. 17, 2019: Katie Goplerud-Smith: Mileage Reimbursement RRWC - **\$111.36**; Katie Goplerud-Smith: Mileage Reimbursement FLG - **\$13.34**; Stephen May: Mileage Reimbursement RRWC - **\$13.92**; Stephen May: Mileage Reimbursement FLG - **\$26.68**; Lenawee County Printing & Purchasing (postage & copier) – **\$69.04**; Lenawee County Drain Commissioners Office (Wages RRWC) - **\$3,029.58**; Lenawee County Drain Commissioners Office (Wages ERB) - **\$14,000**; First Federal Visa (Semi-Annual supplies) - **\$8.72**; Village of Clayton (FLG ShopTalk) - **\$100.00**; Cutting Edge Engraving (John Farmer’s Plaque) - **\$50.88**; NCM Movie Ad (August Monthly fee) - **\$440.00**: **Total of \$17,863.52**. Motion by Hoffman, second by Kittredge to authorize payment of these bills.  
**Motion carried by voice vote.**

**5. Public Comments** - None

**6. Executive Director Updates (See Report – on file)**

- a. Report /Membership updates
  - i. Membership –52/63 municipalities are members, 10 corporate, & 26 individual
  - ii. Katie on the board for the River Raisin Institute.
- b. Upcoming Events
  - i. Lenawee Conservation District Annual Meeting – 1/16/2020 6pm
- c. Contracts/Grants Updates
  - i. RRWC was invited by Erb to submit a proposal for 2 years at \$10,000/year funding to include covering some of our operating expenses

**7. Outreach Coordinator Updates**

- a. Advantage Visuals Marketing Video Update – First rough draft voiceovers will be sent via email for comment.
- b. Volunteer Teacher Training – 11/20, had 2 volunteers. Will host at least 2 more.
- c. Christmas Bird Count 2019 – 12/21 had 7 volunteers (including 2 kids). Great networking and birding day at Hidden Lake Gardens.
- d. The Stewardship Network – 3 clusters/communities in our watershed (Grand Raisin Conservation Community, Western Lake Erie Cluster, and Huron Arbor Cluster). Will be forwarding invitations to participate in planning meetings for each – need more RRWC representation.
- e. LISD STEM Fair- Invitation to be a judge at the STEM fair for 2/12, 9am-2pm. Judges are needed!
- f. Eastern Michigan University – Internship possibility – Summer intern could help with outreach events, water testing, and more. Decide in January.
- g. River Raisin Water Festival 2020 – Update – Michigan Association of Environmental Professionals (MAEP) grant of \$1,031 and ITC sponsorship of between \$1,500-\$2,500.
- h. River Raisin Institute Fund Request – Asking for \$50-\$100 for handouts and refreshments at community education meeting regarding the book “What the Eyes Don’t See” and information about conservation agriculture at Bedford Public Library in March. Motion by Kittredge, second by Kolon to not exceed \$100 toward this meeting. **Motion carried by voice vote.**

**8. Water Quality Coordinator Update**

- a. Danielle has resigned. Email of resignation will be sent to Executive Committee after meeting.

**9. Partnership Updates**

- a. ERB Grant – Farmer-Led Watershed Conservation – continuing to work on new deliverables.

**10. Committee Reports**

Outreach - None.

Technical – None.

Development – Continuing to write Erb Grant Proposal for RRWC general funding.

Administrative – None.

Financial – Budget adjustments will occur in January 2020.

**11. Old Business**

- a. Dues invoices – 12/19/19: Preparing this week, sending after Christmas.
- b. Dues structure for 2020/21: Will discuss next year (possible increase in dues).

**12. New Business**

- a. Audit 2019 – 3 year proposal, approximately \$1800. Erb requires annual audit.
- b. Unpaid municipal dues for Lenawee/Washtenaw for 2019 – checks received yesterday.
- c. 5% wage increase for staff – Steve and Katie excused from meeting while committee discussed. Motion by Sheehan, second by Kittredge to increase staff wages by 5% starting in 2020. **Motion carried by voice vote.**

**13. Public Comments**

- a. Dave Hoffman: Macon Creek large log jam. Will be looking into winter removal or mitigation.

**14. Next Meeting – January 21, 2020 at the Tecumseh Police Station Meeting Room; 10:30am.****15. Adjournment**

- a. Motion by Hoffman, second by Kolon to adjourn meeting at 12:00 PM. **Motion carried by voice vote.**

Respectfully submitted by Stephen May – Executive Director – January 10, 2020.

**Approval of Minutes**

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

**Sybil Kolon**